

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers **DATE:** November 23, 2004
FROM: Lawrence C. Franklin, Jr., State Controller
SUBJECT: PROVIDENCE JOURNAL ADVERTISEMENT PAYMENT PROCESS

Effective November 1, 2004, payment(s) for advertisements placed in the Providence Journal newspaper will be made via a departmental purchase card.

Over the last year, various agencies have had problems placing ads with the Providence Journal because "other" Agencies have had overdue balances. Because of the critical and time sensitive nature of some ads, we can not afford to have Agencies unable to place their ads.

We are in the process of implementing a new payment process for Advertising with ProJo. This process will streamline the payment transactions for Agencies and my staff; in addition, we will be eliminating late and misapplied payments that have resulted in the situation mentioned above.

The new payment process for the Providence Journal will be as follows:

Each State Department will be assigned a Departmental Purchase Card which can be used only for Advertisement.

- Each department will receive a Purchase Card in the Department's name (not an individual's name). The Advertising Purchase Card will function similar to the Department's Travel Card except that the card will be retained at the Department level.
- When placing ads, the departments will fax/send the attached Request Form to the ProJo. This form will replace the RI-SAIL PO document currently being used. The PO Number referenced on the Request form will be the **name of the person placing the ad followed by a sequential number similar to the RI-SAIL numbering convention** (Example: Mary Smith 001).

- ProJo will continue to send invoices and tear sheets to the address you provide on the request form. The invoices will reference the PO numbers (requester's name and sequence number). Through the PO#, the invoice and Request Form can be matched and used to edit the accounting in the Purchase Card System.
- Advertising will be charged to RI-SAIL on a centralized basis in the same manner as Donovan charges, through the JP Morgan monthly billing.

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We plan on being fully implemented by November 1, 2004. Once implemented, this process is the only way to secure ProJo advertising. ProJo has been instructed not to accept any ads not complying with the above payment method and will refer the requester to the Controller's Office for payment instructions.

Training is scheduled for:

Thursday, October 21, 2004

Morning Session:

9:00am – 11:30 am

Afternoon Session:

12:30pm – 3:00pm

Location:

Department of Labor and Training
Building 73, Conference Room
John O. Pastore Complex
Cranston, RI

Every effort should be made to have your appropriate staff attend **one** of the sessions. Each session will consist of explaining the new process, addressing concerns, and **distribution of your departmental card**.

If you believe your agency will require more than one Advertising Purchase Card or you have any questions, please contact one of the following:

Joyce Gervasio at 222-5066 or at JoyceG@gw.doa.state.ri.us.

Jessica DelDeo at 222-5061 or at Jessicad@gw.doa.state.ri.us

Maureen Fletcher at 222-5066 or at Maureenf@gw.doa.state.ri.us

/hh
CFO:05-06

State Of Rhode Island Advertisement Request

Providence Journal
75 Fountain Street
Providence, RI 02902

For Purchase Order Information:

Orderer's Name: _____

(optional): _____

REQUESTING AGENCY

PURPOSE / SUBJECT

Date(s) of Ad

Size of Ad

Type of Advertisement

Example of Advertisement: ☐ See below ☐ See attached

FOR STATE USE ONLY

Fund/Agency	Line Item Seq	Natural Account	Object of Expense

Method of Payment: VISA

State Purchase Card #: _____

Exp. Date: _____